



Overview of DOE Foreign Travel Order 551.1D

DOE National Lab Travel & Conference Managers Meeting

San Francisco, California

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OCFO

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Office of the Chief Financial Officer

Overview

- Key changes (551.1C vs. 551.1D)
- Program office delegation
- New FTMS functionality
- FTMS workflow
- Group discussion

Key Changes

Current Order 551.1C

- RPSO determines TR submission timeframe
- RPSO determines vacation guidelines
- Approval required for trips that exceed TR estimates by 25% or more
- RPSO specific supplemental documents may be required (e.g. 5 and 11-point justifications)
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New Order 551.1D

- All TR's are to be submitted 30 days prior to departure
- 2:1 vacation ratio for all foreign trips entered into FTMS
- Approval no longer required when actual costs exceed estimate by 25% or more
- Elimination of RPSO specific supplemental documents

Key Changes

Current Order 551.1C

- Aviation Management approval required when airline selected is not listed on DOE accepted carrier list.
- OSTI abstract required upon completion of travel.
- Late justification required (RPSO specific documentation)
- Conference agenda uploaded in FTMS (RPSO specific)

New Order 551.1D

- Approval eliminated. Each site is responsible for ensuring traveler meet airline safety standards
- Abstract requirement eliminated
- Late justifications requirement eliminated
- Conference agendas and presentations are required regardless of funding

Program office delegation

National laboratory prime contractors are delegated the authority to approve foreign travel at the site/facility. This authority will enable the site/facility to purchase airline tickets in a more timely manner with potential cost savings to the site/facility.

The Responsible Program Secretarial Officer or Deputy Administrator, NNSA, will have five (5) days from the date of the site/facility approval to review the travel and disapprove, if necessary.

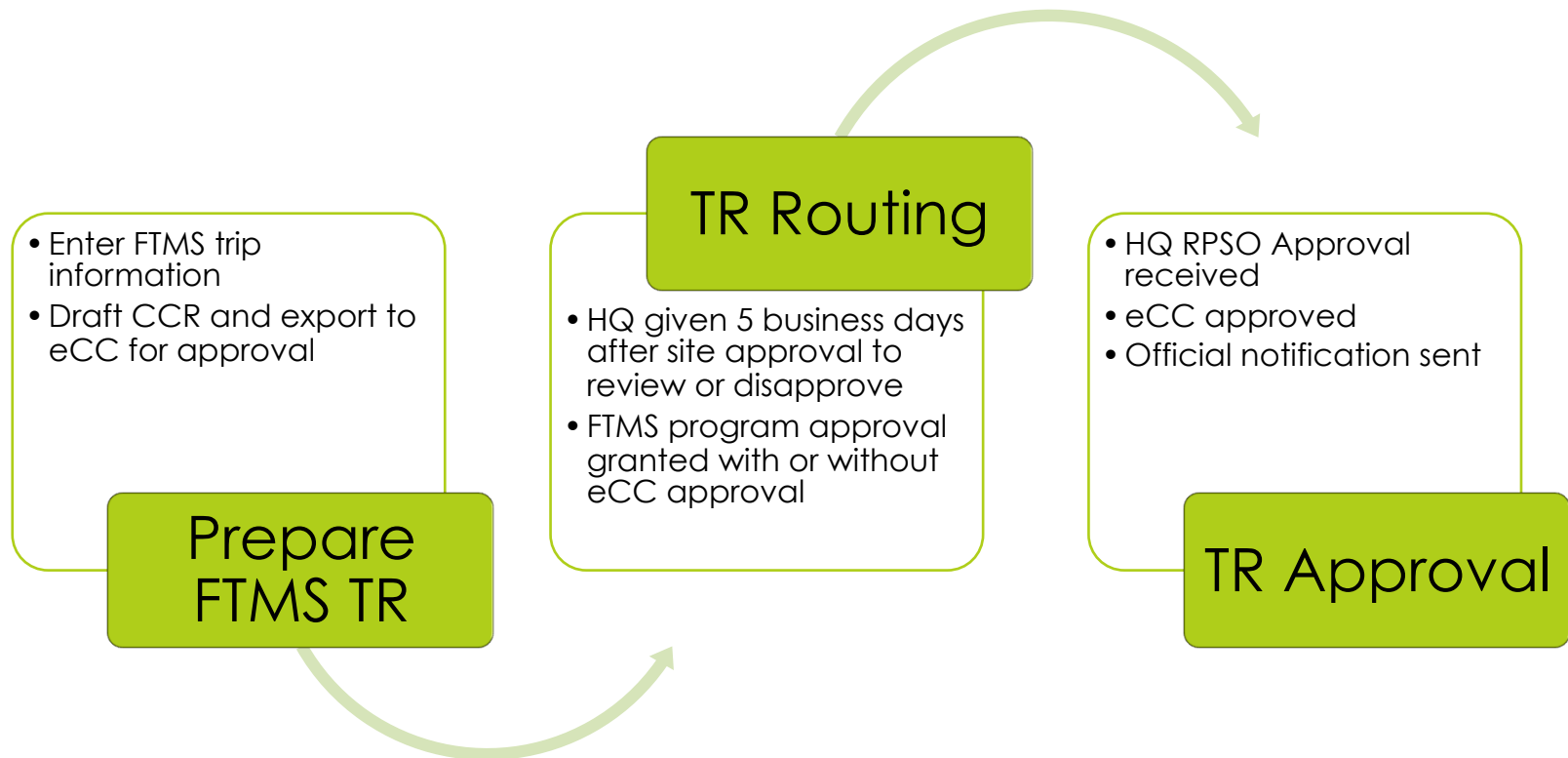
In addition, the Responsible Program Secretarial Officer or Deputy Administrator, NNSA, may request clarification or justification of costs at any point in the process as part of financial due diligence of appropriated funds.

If a Contractor fails to meet the requirements set forth in the CRD, including specifically that of securing granted country clearance prior to departure, the corresponding laboratory/site may have its delegation of authority revoked.

New FTMS functionality

- Enhanced home screen – HQ approval
 - Functionality to allow OPOC's to see when TR is HQ approved while eCC is pending
- Enhanced home screen - eCC Alert System
 - When HQ approval is posted and eCC is pending, a 5-4-3-2-1-0 countdown and global notifications is activated based on departure (HQ, site, and traveler)
- Flight information
 - Required based on business location (country specific)
- FTMS approval notification (email)
 - When HQ and eCC approval is granted, official approval notification will go to traveler and field OPOC's

FTMS Workflow



Group discussion

